

Bristol Warren Regional School District
REQUEST FOR RECORDS
UNDER THE ACCESS TO PUBLIC RECORDS ACT

Date _____ Request Number _____

Name (optional) _____

Address (optional) _____

Telephone (optional) _____

Requested Records (Please be as specific as possible—failure to specify may result in a delay in responding to your request):

Office Use

Request taken by: _____ Request Number _____

Date: _____ Time: _____

Records to be available on: _____ Mail Pick Up

Records provided: _____

Costs: _____ # of copies _____ Search and retrieval charge: _____

Access to Public Records Request Receipt

If you desire to pick up the records, they will be available on _____ at the front desk. If appropriate, please bring sufficient funds to cover the estimated cost of the search and copies which has been provided to you. If, after review of your request, the Department determines that the requested records are exempt from disclosure for a reason set forth in R.I. Gen. Laws § 38-2- 1 et seq. (as amended from time to time), the Department reserves its right to claim such exemption.

Note: If you chose to pick up the records, but did not include identifying information on this form (name, etc.), please inform the receptionist at the front desk of the date you made the request, record requested and request number.

Thank you.

PUBLIC RECORDS REQUEST

1. The regular business hours of District Administration are 8:00 a.m. to 4:00 p.m.
2. The District may ask you for identification, or for the reason for your request, as its regular course of business. However, you are not required to provide identification or the reason you seek the information, and your right to access public records will not depend upon providing identification or reasons.
3. In order to ensure that you are provided with the public records you seek in an expeditious manner, we ask that you complete the Public Records Request Form.
4. Please be advised that the Access to Public Records Act allows a public body ten (10) business days to respond. We appreciate your understanding and patience.
5. If you feel that you have been denied access to public records, you have the right to file a review petition with the Attorney General. If you are still not satisfied, you may file a lawsuit in Superior Court.